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CAP COMMITTEE

Monday, March 5, 2018 | 1:30-2:30 p.m.; Kennedy Union 331

Present: Brad Balser, Lee Dixon, Chuck Edmonson, Heidi Gauder, Linda Hartley (*ex officio*), Fred Jenkins (*ex officio*), Michelle Pautz, Danielle Poe, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), Diandra Walker, John White, Shuang-Ye Wu

Excused: Peter Hansen, Bill Trollinger

I. 4-Year Review Process for CAP Courses: subcommittee recommendations

A. Document: Summary of Subcommittee Recommendations: 2017-18 review cycle

B. Discussion:

1. Subcommittee #3 presented recommendations for the 4-Year Review reports they reviewed. The subcommittee's specific feedback, as well as additional feedback from the entire committee, will be shared with the respective department when the committee's decisions (full renewal for four years, conditional renewal for two years, or non renewal) are communicated to the department by May 15. An update will be provided to departments by March 23 to let them know whether or not the committee requests any additional information or consultation before the end of the semester. The following information includes only the committee's decision and corresponding vote for each course.
 - a. GEO 103: Principles of Geography: full renewal for four years (Vote: 9-0-0, in favor-against-abstention)
 - b. GEO 109: Earth, Environment, and Society: conditional renewal for two years (Vote: 9-0-0, in favor-against-abstention)
 - c. GEO 115: Physical Geology: conditional renewal for two years (Vote: 9-0-0, in favor-against-abstention)
 - d. GEO 218: Geological Site Investigation for Engineers: full renewal for four years (Vote: 9-0-0, in favor-against-abstention)
 - e. SEE 250: Introduction to Sustainability, Energy & the Environment: conditional renewal for two years (Vote: 9-0-0, in favor-against-abstention)
 - f. ENG 498-499: Capstone: conditional renewal for two years (Vote: 8-0-1, in favor-against-abstention)
 - g. ENG 200: Writing Seminar II: full renewal for four years (Vote: 9-0-0, in favor-against-abstention)
2. Some general points were raised during the committee's discussion:
 - a. In addition to specific feedback about each course, the committee's communication to departments by May 15 could also include recommendations for the department to consider prior to the subsequent review cycle.
 - b. Departments will be advised that the CAP Office, their respective Dean's Office, and the Learning Teaching Center are available as resources as they proceed to address the committee's feedback.
 - c. Departments will be instructed that the decision about renewing CAP approval will be contingent upon making updates to the course proposals in CIM by September 1, 2018.
 - d. The committee will need to discuss revising the CAPC Procedures with respect to courses whose CAP approval is not renewed as a result of not submitting a 4-Year Review report. The procedures will need to clarify how such courses will be handled if they are resubmitted for CAP approval. The committee's initial thinking is that the resubmission must include a clear, detailed assessment plan and that it would receive conditional approval for two years.
 - e. The committee discussed the possibility of revising the CIM course proposal form so that the expectation is clear for new CAP courses about including an assessment plan.

The meeting adjourned at 2:30 p.m.

Respectfully submitted by Judy Owen